

**TOWN OF EDGARTOWN  
BOARD OF WASTE WATER COMMISSIONERS  
MINUTES OF THE RESCHEDULED  
REGULAR MEETING OF **JANUARY 7, 2021**  
CONDUCTED VIA ZOOM TELECONFERENCE**

**WASTE WATER COMMISSIONERS PRESENT:**

Mr. Glen S. Searle, Chairman  
Mr. Scott Ellis, Commissioner  
Mr. Sean E. Murphy, Commissioner

**EWWD STAFF PRESENT:**

Mr. William G. Burke, Facilities Manager  
Mr. Joseph Rock, Chief Operator  
Ms. Jennifer Smyth, Department Assistant, Meeting Host  
Mrs. Pia Webster, Administrative Assistant

**OTHER EDGARTOWN TOWN OFFICIAL PRESENT:**

Mr. James M. Hagerty, Town Administrator

**OTHERS PRESENT:**

Mr. Chris Alley, Project Manager, Schofield, Barbini & Hoehn, Inc.  
Mr. Paul Burton, Owner, 83 Norton Orchard Road  
Mr. Ian B. Catlow, PE, Vice President, Tighe & Bond  
Mr. Ed Charter, Agent for Paul Burton  
Mr. Bernard Chiu, Chairman, Upland Capital Corporation (Harbor View Hotel)  
Mr. Gerret C. Conover, Conover Restorations  
Mr. Forrest Filler  
Mr. Douglas R. Hoehn, Principal, Schofield, Barbini & Hoehn, Inc.  
Mr. Rod Jané, Vice President of Development, Upland Capital Corporation (Harbor View Hotel)  
Mr. Scott Little, General Manager, Harbor View Hotel  
Ms. Renée Lohman, President & CEO, Navigator Elder Homes  
Mr. M. Nicotera  
Mr. Edward Olivier, CFO, Martha's Vineyard Hospital  
Mr. Edward L. Pesce, PE, Pesce Engineering & Associates, Inc.  
Mr. James Robinson  
Ms. Denise Schepici, President and CEO, Martha's Vineyard Hospital  
Ms. Patricia Turken

**PREFATORY REMARKS**

This being a teleconferenced meeting, Admin Assistant Pia Webster read into the record a prepared statement titled “Introduction to Teleconference,” which outlined the Governor’s Executive Order and the current State of Emergency declared in the Commonwealth due to the Coronavirus Pandemic; and included cautionary words about the public nature of the video conference, as well as the means by which those listening in could obtain copies of the materials being discussed.

**MEETING CALLED TO ORDER:**

The Board of Waste Water Commissioners of the Town of Edgartown held their Rescheduled December Regular Meeting on Thursday, January 7, 2021, at 3:00 p.m. via the Zoom teleconference app. At 3:00 p.m. Chairman Glen S. Searle called the meeting to order and read into the record a written statement titled “Teleconference Meeting Ground Rules.” Public comment would be allowed in this meeting during the Old Business and New Business sections, the Chairman announced. Also present for the meeting were Waste Water Commissioners Sean E. Murphy and Scott Ellis. *[Commissioner Murphy then recused himself from the MVH Green Home Project item of the agenda due to a conflict and left the meeting.]*

**OLD BUSINESS:**

**UPDATE: MVH GREEN HOME PROJECT – SECURING EASEMENTS.**

Chris Alley, Project Manager at Schofield, Barbini & Hoehn, Inc., provided background on plans by the Martha’s Vineyard Hospital to replace the Windemere Nursing & Rehabilitation Center with the Green Home Project at 490 Edgartown-Vineyard Haven Road, which included staff housing for this project and the hospital. Chairman Searle expressed surprise at the details of the easement plan letter forwarded to the Board, the details of which differed from what had been presented in the hospital’s previous proposal. The hospital had not consulted with the Commissioners or staff, he said, about adding parcels on Teaberry Lane to the sewer system in exchange for easements, thus increasing the 17,100 gallon-per-day flow expected from the project. Edward Olivier, the hospital’s CFO, said they had come to this meeting with the intention of asking for the additional flow, having negotiated something with the neighbors but not having signed anything. Furthermore, he said, he wanted to talk about the importance of the project to the Town and to the Island at large.

Admin Assistant Pia Webster referred those present to Item 6 of a document by former Facilities Manager David Thompson dated November 15, 2019 and titled “Mileposts for Proposed Sewer Extension, 490 Edgartown VH Road,” which had been given to the applicant as a guide at the outset of the project. Item 6 stipulated that no properties nearby were to be allowed or compelled to tie in to sewer as a result of the proposed path of the sewer line. The Teaberry Lane easement plan, Mrs. Webster said, disregarded policy under which the Department had been operating since 2004.

Hospital President and CEO Denise Schepici stressed the complexity of the project and the goal of preserving and expanding long-term care on the Island. At this point, she said, they had very few options. Also, the project would allow the hospital to provide a wider range of services as it became able to spread into what was now the Windemere facility on the main campus.

Mr. Alley stressed that no promises had been made to the Teaberry Lane parcel owners. He went through the flow requirements for five 5-bedroom houses (25 BRs x 110 GPD = 2,750 GPD), noting that this would bring the **total flow per day to 19,850 gallons**. Admin Assistant Webster pointed out that under the Waste Water Department's Bedroom Regulation, two of those parcels, if sewered, would be allowed to have seven bedrooms, and three of them would be allowed to have six. Also, a close look at the site plan made it appear that Parcel 219 on Teaberry Lane, which Mr. Alley had not included, would have to grant an easement to the hospital in order to complete the connection. Mr. Alley responded that the owners would be restricted to having fewer than the usual number of bedrooms allowed by the Bedroom Regulation and that they understood this.

Waste Water Commissioner Scott Ellis said he thought the Board members needed to discuss the issue of the flow further in view of the other projects before them. The Chairman agreed. Facilities Manager William G. Burke observed that the Plant had almost reached capacity in 2019 and that they were not quite sure how many gallons were left in the commitment in the Comprehensive Wastewater Management Plan of 2004. It would take about a month to assess all outstanding projects to see where they were at. Commissioner Ellis made a motion to continue the discussion to a Special Meeting on February 4, 2021 devoted to this subject, seconded by the Chairman, who then conducted a Roll Call Vote: Mr. Ellis, Aye; Mr. Searle, Aye.

**UPDATE: IAN B. CATLOW ON PROGRESS ON CIP PROJECTS.**

*[Commissioner Murphy returned to the meeting at this point.]* Mr. Ian B. Catlow, Vice President, Tighe & Bond, reported that his staff had been reviewing shop drawings from Robert B. Our Co. Due to the pandemic, staff at RBO had had some difficulty getting all of the pipes and fittings they needed for the bypass connection at the Chase Road Pump Station; that work would start on Jan. 25. Once completed, a bypass connection would be installed at the Dunham Road Station, along with some onsite electrical work and excavation to prepare for control panels and the new generator. Tighe & Bond, he said, was also working on the SCADA System design.

**DISCUSS/VOTE: POLICY ON LIMITS ON E-ONE ELECTRIC PANEL SERVICE.**

Department Assistant and Meeting Host Jennifer Smyth screen-shared a document titled "E-One Service Policy Town of Edgartown" prepared by the Facilities Manager, the contents of which would be included in letter form with the Annual Sewer User Bill in February. The Commissioners read it over, and all three said it looked good. Commissioner Murphy made a motion to approve the policy as written, seconded by Commissioner Ellis. The Chairman conducted a Roll Call Vote: Mr. Murphy, Aye; Mr. Ellis, Aye; Mr. Searle, Aye.

**NEW BUSINESS:**

**REPORT/DISCUSS/VOTE: RE-DIVISION OF PENT & DAVIS LANE PROPERTIES.**

*[Commissioner Murphy recused himself from this discussion due to a conflict and left the meeting.]* Representing the applicant was Douglas R. Hoehn, Principal at Schofield, Barbini & Hoehn, Inc., who proposed a re-division of 71 Davis Lane (20D-46.1), 14 Pent Lane (20D-46.2) and 10 Pent Lane (20D-51.1), resulting in three reconfigured lots qualifying for the same number of bedrooms under the Department's Bedroom Regulation – 15 – as the three lots in their present forms.

Chairman Searle asked if a guesthouse would be placed on the vacant lot on the corner of Pease's Point Way South and Davis Lane. Builder Gerret C. Conover said that the lot in question was for a free-standing four-bedroom single-family residence.

Chief Operator Joseph Rock confirmed that of the three lots, only 10 Pent Lane was already tied in to the system; so the other two lots would have to apply separately for Commission approval to tie in to the system. He also clarified with Mr. Hoehn that this was not a subdivision but a redrawing of the lot lines, that is, an ANR (Approval Not Required) Plan, vis à vis the Planning Board. Commissioner Ellis made a motion to grant the re-division of 71 Davis Lane, 14 Pent Lane and 10 Pent Lane as presented, seconded by Chairman Searle, who conducted a Roll Call Vote: Mr. Ellis, Aye; Mr. Searle, Aye.

**REPORT/DISCUSS/VOTE: 83 NORTON ORCHARD ROAD PROPOSED SEWER TIE-IN.**

*[Commissioner Murphy returned to the meeting at this point.]* Ed Charter was representing Paul Burton, owner of 83 Norton Orchard Road, who was also attending. Mr. Charter said the owner was interested in building a guesthouse of less than 900 square feet and needed to tie in to the system to do that. Chief Operator Rock said that the property, which abutted already-tied-in properties on Norton Orchard Road, had two options: a direct tie-in to the 2-inch main in a straight line from the property; or the preferable option, tying in via a lateral down Orchard Lane, which would allow future Orchard Lane tie-ins without extra laterals on the Norton Orchard Road main.

The Chairman asked if any other neighbors wished to tie in; Mr. Charter said that as far as he knew, just his client wanted to. Commissioner Murphy inquired if this was a situation in which the Department would be binding people in the neighborhood to having to tie in. No, answered Messrs. Burke and Rock. It would just be in front of the applicant's property, said Commissioner Ellis, who expressed a preference for the second option, as did the Chairman. There was some discussion regarding why the second option was better for the Department.

Commissioner Murphy made a motion to approve the tie-in to the sewer system of 83 Norton Orchard Road via a lateral down Orchard Lane as recommended by the staff and as shown on the Chief Operator's plan. Commissioner Ellis offered a second, and the Chairman conducted a Roll Call Vote: Mr. Ellis, Aye; Mr. Murphy, Aye; Mr. Searle, Aye.

**REPORT/DISCUSS/VOTE: EXPANSION OF HARBOR VIEW COTTAGES 52 & 62.**

*[Commissioner Murphy recused himself from this discussion due to a conflict and left the meeting.]* Scott Little, General Manager at the Harbor View Hotel, explained that Cottages 52 and 62 were existing structures on-property and that each currently had multiple accommodations with separate keys. The proposal involved no changes in the key count or in the footprint of each building. Within each cottage was a large accommodation – a one-bedroom suite, with the bedroom being very large – and to each of these the applicant wanted to add a bedroom and a bathroom. Since clients now tended to add cots and use sofa beds in the large-bedroom suites, Mr. Little did not expect an increase in the flow or number of bodies once the changes were made.

There were no questions or comments. Commissioner Ellis made a motion to grant the request of the Harbor View Hotel to make the changes to Cottages 52 and 62 as presented. Chairman Searle provided a second, then conducted a Roll Call Vote: Mr. Ellis, Aye; Mr. Searle, Aye.

**OTHER BUSINESS:**

**REPORT/DISCUSS/VOTE: UPDATING OF BEDROOM/DRAIN COUNTS –  
INCLUSION OF NOTICE WITH FY21 BILLS.**

Department Assistant Jennifer Smyth reported that many of the Department's drain counts were out of date and that field verification of most properties was long overdue. Chairman Searle said that he would approve of this, but only if a notice was sent out explicitly stating the reasons for the inspection so that people understood and were adequately informed. Mr. Burke proposed including a letter with the Annual Sewer User Bill that explained how the Department needed to update its bedroom and drain counts. He noted that many downtown properties had uncounted second-floor areas.

Responding to a question from Commissioner Murphy, Mr. Burke said that under Article VII, Section I of the Sewer Rules & Regulations, duly authorized employees were permitted to enter properties for the purpose of inspection. Admin Assistant Webster stressed that Department employees never went to customers' homes without an appointment and a purpose. Commissioner Murphy said that the letter should cite the pertinent regulation so that it was clear employees had the right to enter the house. The Admin Assistant suggested that she and Ms. Smyth work on the letter and bring it before the Board for approval when they met in two weeks. The Commissioners agreed, and Chairman Searle continued the matter until the Regular Meeting on January 21.

**FACILITIES MANAGER'S REPORT.**

Mr. Burke reported on: COVID half-staffing of the Operators at the Plant; an on-Island training opportunity on collection systems; the rebuilding of three RAS pumps for about \$18,000, along with a \$4,000 rebate; the upcoming nighttime work required by him and the Chief Operator at the Chase Road and Dunham Road Pump Stations after January 25; the fact that the primary clarifier was off-line, which was how the Plant was designed to run in the winter; and the arrival earlier in the day of the workers to remove the scum concentrator.

Town Administrator James M. Hagerty said he was hoping to **transition Ms. Smyth to 15 hours per week as the Town's Procurement Officer**; Ms. Smyth already had completed the introductory PO course. Overall, this would benefit the Town, and it would be a cost savings to the employee-benefits budget, he added. Mr. Burke said Ms. Smyth was at 32.5 hours per week; so she would go to 25 hours per week at Waste Water, and that was fine with him. Commissioner Ellis said he wanted to make sure the Department did not lose Ms. Smyth. The Chairman agreed. Mr. Burke told the Town Administrator he wanted Ms. Smyth to return to the Department full-time when Mrs. Webster retired. Mr. Hagerty agreed that the situation would be re-evaluated as circumstances changed. Commissioner Murphy thought it was a good thing for the Town and for Ms. Smyth; so he fully supported it.

**CHIEF OPERATOR'S REPORT.**

Mr. Rock delivered his November 2019 Chief Operator's Report, commenting on: wintertime cleanup and painting; taking secondary clarifier No. 2 off-line and cleaning it up; Morin & Pepin's

repair and motorizing of the door of the old septage shed; and GIS training for the Operator staff, who now had two laptops for use in the field.

**FINANCIAL REPORTS.**

Admin Assistant Webster said that Operating Budget Expenditures were in fine shape. She noted that as of December 31, the Department had processed a total of 60 sewer permit applications since the start of the fiscal year, which was exactly double the number – 30 – they had processed by that point in the previous fiscal year.

**APPROVAL OF MINUTES.**

Commissioner Ellis made a motion to approve the **Minutes of the Rescheduled Regular Meeting of December 3, 2020**, seconded by Chairman Searle. The Chairman conducted a Roll Call Vote, with the following result: Mr. Murphy, Aye; Mr. Ellis, Aye; Mr. Searle, Aye.

**ADJOURNMENT**

There being no further business, the Chairman made a motion to adjourn the Regular Meeting, which Commissioner Ellis seconded. Chairman Searle conducted a Roll Call Vote, with this result: Mr. Murphy, Aye; Mr. Ellis, Aye; Mr. Searle, Aye. The Regular Meeting adjourned at 4:05 p.m.

Respectfully submitted,

Pia Webster  
Administrative Assistant

APPROVED:

BOARD OF WASTE WATER COMMISSIONERS  
TOWN OF EDGARTOWN

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Glen S. Searle, Chairman

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Scott Ellis, Commissioner

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Sean E. Murphy, Commissioner